Instructor Guide – Resume & Cover Letter Writing Course (Course ID: 6476)

Purpose of Course:

The resume and cover letter writing Moodle course was created by the Learning Centre to support instructors across the College who teach units on resume and/or cover letter writing. Knowing that instructors often request support for teaching these units, the course was created so that instructors can request a course shell and use the entire course as is. It also provides flexibility for instructors who wish to adapt the course to suit their particular cohorts, industries and/or desired learning outcomes. Some ideas on customizing the course are included at the end of this document.

How to Access the Course:

To explore the resume/cover letter course without requesting it, you can search "resume & cover letter writing" in Moodle. If you would like to enroll as a guest, use password "guest".
If you would like to enroll as a student, you can click self-enroll. There is no password required for this.
If you would like to be a guest teacher, please email Emily Simpson (lccoordinator@vcc.ca) to be added as a guest teacher if you would like the instructor view.

How to Use the Course in your Teaching:

Option 1: Request a copy of the course to use as your own Moodle course

To request the course shell, go to this page https://ctlr.vcc.ca/elearning/request-a-moodle-shell-/ which includes a video on how to request a course shell and the link "Click to go to Moodle Shell Request" form. (A Moodle shell is simply like a "container" that contains the contents of a single course). You'll be asked to log in to myvcc.ca when you click the link to the shell request form.

Fill out the form and create a new title for the course that includes your program or course name (so your resume & cover letter course is distinct from the master course). In the form section, "Specify Shell Content," choose "Copy Existing Shell" and type in the course shell ID "6476". See the image below. Once you've filled out the form, submit it.
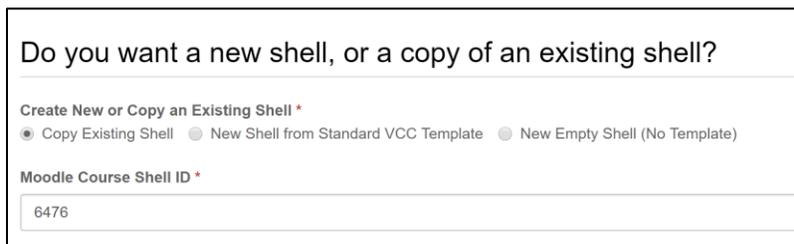
> **Do you want a new shell, or a copy of an existing shell?**
>
> Create New or Copy an Existing Shell *
> ● Copy Existing Shell   ○ New Shell from Standard VCC Template   ○ New Empty Shell (No Template)
>
> Moodle Course Shell ID *
>
> 6476

Once your shell is created, you'll need to change the settings for course start and end date, course visibility, and enrollment settings

(https://vcc.teamdynamix.com/TDClient/50/Portal/KB/ArticleDet?ID=221) .
You may also wish to enable the gradebook feature.

Option 2: Copy module(s) or activities into an existing Moodle course

If you would like to copy specific module(s) or activities into an existing course, you can email the e-Learning support team (elsupport@vcc.ca), and request that specific modules or activities (from Moodle Course ID 6476) be copied to your Moodle course (please include the **Moodle ID number** for the eLearning team where you would like the activities/modules copied to).

Instructor Resources:

Once you have a copy of the course, the Instructor Resources section of the Moodle includes a PowerPoint on resume and cover letter writing best practices, some sample rubrics for resumes and cover letters that you are welcome to adapt, and handouts on resume and cover letter writing that you can adapt and use as creative commons materials.

Design of Course:

The online course consists of 4 modules (or sections/topics in Moodle language) on resume writing, cover letter writing, applying for jobs online, and career supports at VCC. At the end of the four modules, there is a student feedback form on the course experience and a list of additional resources students can access. Please note, the master course is designed as formative assessment and every activity is giving a 0.00 weighting in gradebook. However, once you've received a copy of the course or modules/activities, you can choose to give particular activities weighting or create assignments that you wish to be submitted for the gradebook.

Learning Outcomes:

By the end of the course, students will be able to:

- create a targeted, effective resume using appropriate organization, style, and formatting
    - identify technical and transferable skills for their industry
    - describe tasks, skills and achievements using the action + results formula
- create a targeted cover letter using effective organization, language and formatting
- describe best practices for applying online (file naming, formatting, social media and applicant tracking systems)
- identify career resources available at VCC

Delivery Mode:

The course can be used in a blended mode that integrates in-class and/or synchronous activities with online activities, or as an entirely asynchronous course. As an asynchronous course, it is estimated to take students 3 hours to complete with the majority of time spent on the resume and cover letter writing modules.

Learning Activities:

There are a variety of interactive activities used in the course. Each of the four modules begins with a knowledge pre-assessment quiz to help students identify where to focus their learning. Each of the modules ends with a reflection or cumulative learning activity. Learning activities include H5P interactive videos, drag and drop activities, documentation tool and hot spots, along with Moodle quizzes (ungraded) and journals. Nearly every activity provide automatic feedback to students on their understanding or application of the concepts. Students can track their completion of activities in the dashboard (example shown below). Note some activities must be manually marked as complete and others are automatically marked as complete. Students may be unclear about activities that require manually marking as complete.

Suggestions for Customizing Your Course:

Course materials were selected and/or designed based on current trends in resume and cover letter writing in Canada. However, there are often variations between industries on what a standard resume/cover letter should look like. You may wish to consult with your PAC and industry experts to find out what industry standards are and customize this course to provide the best learning experience for your students. You may also find it beneficial to go through the course activities yourself to see how they align with your course materials and/or learning outcomes.

Here are some customizations that may enhance your course experience:

- Change the image for the course under course settings to distinguish between your course and the generally available course.
- Update the course description under course settings and the course information in the first topic/section of the course.
- Hide activities or sections/topics that you don't wish students to complete.
- Add a reflection activity for international students on differences between Canadian resumes and resumes/CVs from their home country. You may suggest they read the website link "Tips to creating a Canadian style resume" [Resources module]
- Discuss as a class or add a resource/activity on transferable and technical skills that are essential to your industry
- Discuss as a class or add a resource/activity to demonstrate how practicum experiences should be formatted in the resume
- Add 1-2 excellent sample resumes and cover letters from past students/your industry to the modules. They could use the resume for the "journal activity" in the Resume module.
- Customize the resume or cover letter rubric (provided in the instructor resources section) to fit your industry, share with students.

- Add a Moodle "assignment" to each of the resume and cover letter writing modules so students can submit and receive feedback on their resume and/or cover letter, or complete a peer or self-assessment using the rubric.

Please note that ANY hidden Moodle activities in the student modules are necessary for all the activities to work so please don't delete them!

For all the H5P interactive videos, you'll notice that captioning does not display, (a restriction of H5P), but students can click on the transcript button to open a pdf transcript or they can click the YouTube link to open it in YouTube with captioning. For the activity to be marked as completed, students must answer all the questions and let the video run until the "star" where there is a final "submit" button.